

CONFIDENTIAL

4 May 1972

25X1A

MEMORANDUM TO:

[REDACTED]
Area Records Officer, OBG

25X1A

THRU

:

[REDACTED]
Chief, Administration Staff, OBG

SUBJECT

: Revised Records Control Schedule for OBG

1. The revised Records Control Schedule for the Office of Basic and Geographic Intelligence has been reviewed and approved. This schedule supersedes your previous schedule 27-67. The original has been retained in this office as the Agency record copy and one copy will be sent to the Records Center. The enclosed copies are returned to you for implementation within OBG.

2. To be an effective tool of management the schedule should be maintained in a current status. Changes to the schedule may be made at any time and should be forwarded to this office for approval.

3. We wish to extend our appreciation for your continued efforts and interest in carrying out the various phases of the Records Management Program in your office. If we can be of any further assistance please call us.

Distribution: Orig & 1 - Addressee

1 - Records Center
1 - RAB

[REDACTED]
CIA Recds. Admin. Off.

25X1A

25X1A

DDS/SSS/R

[REDACTED]
:dd (4 May 1972)

CONFIDENTIAL

Records Control Schedule 27-71 supersedes Records Control Schedule 27-67 for the Office of Basic and Geographic Intelligence.

Items 18 and 19 of schedule 27-67 deleted - no longer required.

Items 31 through 40 of schedule 27-67 have been deleted and combined with like items in schedule 27-71, items 20 through 30.

Publication Division in schedule 27-67 has been redesignated Publication Services Branch and has become a part of Editorial Division. Thus, items 77 through 91 now appear with Editorial Division in schedule 27-71.



25X1A

OBGI/RMO

~~CONFIDENTIAL~~

PRP

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

Office of Geographic and Cartographic Research (OCCR) eff. Jan 75
DDI / OFFICE OF BASIC AND GEOGRAPHIC INTELLIGENCE



~~CONFIDENTIAL~~

25X1A

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100140001-8

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100140001-8

RECORDS CONTROL SCHEDULE			SCHEDULE NO.
OFFICE, DIVISION, BRANCH			27-71 25X1A
Office of Basic and Geographic Intelligence Office of the Director			SIGNATURE
			TITLE
			Director, OBG
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>SUBSTANTIVE SUBJECT FILES</p> <p>Substantive documentary material reflecting policy decisions, organization, coordination, and liaison activities in the production of geographic intelligence; in the administering of the NIS Program; and in providing related cartographic and map reference support services. Filed according to the Agency File Manual. 1948-1971</p> <p>a. Foreign Liaison File</p> <p>File contains official correspondence pertaining to the release of OBG produced geographic/cartographic intelligence to foreign governments. Also included are memoranda, dispatches, copies of transmittals, and correspondence with DDI representatives abroad, on matters related to the release of OBG produced intelligence. 1965-1971</p>	22	<p>Permanent - Hold indefinitely in office of record on a current basis. When no longer needed for reference, research, or operational purposes, screen and retire to the Archives and Records Center.</p> <p>GRS-16-1</p>
2	<p>COMMITTEE RECORDS (NIS)</p> <p>Official files of the NIS Committee maintained for the Director of Basic and Geographic Intelligence in his capacity as Chairman of the NIS Committee. Its contents include agendas, minutes of meetings, NIS Notices, and material relating to various sections of the NIS. Filed by subject, areas and members. 1949-1971</p>	12	<p>Permanent - Hold indefinitely in office of record on a current basis. When no longer needed for reference, research, or operational purposes, screen and retire to the Archives and Records Center.</p> <p>GRS-19-2a</p>
		-1-	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	ADMINISTRATION MANAGEMENT RECORDS Selected materials of interest to the Director dealing with the administration of the office. This may include matters relating to budget, security, training, travel and personnel. Complete records are maintained in the Administrative Staff files.	2	Temporary - Cut off at end of one year, hold for two years and destroy. Non-Record
4.	REGULATORY ISSUANCES Complete sets of current Agency, DDI and OBGi issuances. Records set of OBGi issuances is maintained by the Records Center.	2	Temporary - Rescinded or expired issuances to be destroyed. Non-Record
5	LOG (TOP SECRET) Top Secret Control log reflecting the receipt and disposition of all Top Secret or Registered documents entering or leaving the Office of the Director.	.2	Temporary - Destroy one year after documents have been returned to Office Top Secret Control Point. See item 17d. GRS-18-6a
6	CHRONOLOGICAL FILES Consists of copies of all correspondence originating in the office of the D/OBGi. Filed chronologically by date.	1	Permanent - Hold indefinitely in office of record on a current basis. When no longer needed for reference, research, or operational purposes, retire to the Archives and Records Center. GRS-19-1
7	LIBRARY MATERIAL Books and journals obtained from or through the CIA Library for retention. Books are maintained for ready reference purposes.	32	Temporary - Return to CIA Library when no required for reference purposes. Non-Record
8	MAP AND CHART FILES Map cases containing current map productions, Department of Defense requirements and other working material.	18	Temporary - Destroy when superseded or no longer needed for reference. Non-Record
9	PROGRAM PRODUCT FILES Publications and other finished intelligence documents for use by the Director's staff. Maintained for ready reference purposes.	8	Temporary - Destroy when no longer needed for reference. Non-Record

RECORDS CONTROL SCHEDULE			SCHEDULE NO.
OFFICE, DIVISION, BRANCH			SIGNATURE
Office of Basic and Geographic Intelligence, Administrative Staff			DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
10	BUDGET FILES 1968-1971 These files are maintained by the Administrative Staff for audit and use in preparing an overall OBGI budget. Files also include allotment authorizations, expenditures and obligations, approved fiscal year budgets and confidential funds material. Official files of expenditures maintained in the Office of Finance.	6	Temporary - Cut off at end of one year, hold for two years and destroy. GRS 5-4
11	CONTRACT MANAGEMENT FILES a. These files consist of correspondence agreements, and contracts between CIA and various contractors performing research for the Agency. Files also contains copies of billings, reports, and other support material. b. Exploitation File File consists of consultant program correspondence, agreements, and reports.	1	Temporary - Retain in current files area for three years after contract terminated and destroy. GRS-3-4
12	PERSONNEL RECORDS These are individual folders maintained on all employees and applicants of the Office of Basic and Geographic Intelligence. Files are maintained for immediate reference and personnel administration in the office. Files are essentially duplicated in the Office of Personnel Official Folders.	.5	Permanent - Hold indefinitely in office of record on a current basis. When no longer needed for reference, research, or operational purposes, screen and retire to the Archives and Records Center. GRS-3-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>a. Employee Files Contains copies of all personnel actions, memos, evaluations, and other documents pertaining to an individual employee. Filed alphabetically by surname.</p> <p>b. Applicant Files Personal History Statements, Forms 1152, notes and comments of interviewer and other related documents necessary in processing an applicant. Filed alphabetically by surname.</p> <p>c. Personnel Card Files Cards contain basic personnel data on all OBGI personnel. Filed alphabetically by surname.</p> <p>d. Staffing Complement Files Consists of planning papers, staffing complement changes, proposed changes and memoranda pertaining thereto, and the OBGI status files.</p>	<p>16</p> <p>4</p> <p>2</p> <p>2</p>	<p>Temporary - Hold indefinitely in office of record until termination of active status plus six months. Screen and destroy or transfer records to other files or offices as appropriate. GRS-1-18</p> <p>Temporary - Transfer successful applicant folder to OBGI employee files upon EOD. Place unsuccessful or cancelled applicant folder in inactive file, retain for six months and destroy. GRS-1-4</p> <p>Temporary - Cards removed from cardex upon cancellation and retained for six months and destroyed. GRS-1-6</p> <p>Permanent - Hold indefinitely in office of record on a current basis. When no longer needed for reference, research, or operational purposes, screen and retire to the Archives and Records Center. GRS-1-3</p>
13	<p>RECORDS MANAGEMENT FILES</p> <p>a. These files consist of material maintained in carrying out the Records Administration Program for the office. Files contain material such as Records Control Schedule, Records Retirement Requests, disposition forms and shelf lists and other related instructions in records management.</p> <p>b. Forms Case Folders Consists of case folders for each Agency approved form for which OBGI is the office with primary interest.</p>	<p>2</p> <p>1</p>	<p>Temporary - Destroy when superseded, documents destroyed, or transferred, or no longer needed for reference. Non-record</p> <p>Temporary - Destroy when form becomes obsolete, revised or discontinued. Non-record</p>
14	<p>DIRECTIVES</p> <p>a. Agency Issuances Complete sets of Agency Issuances consisting of Regulations, Notices, Bulletins and Memoranda. Set also maintained by each Division.</p>	<p>2</p>	<p>Temporary - Master file to be retained in the current files area indefinitely. Rescinded or expired issuances to be destroyed. Non-Record</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>b. OBGI Issuances</p> <p>(1) Consisting of Regulations and Notices</p> <p>(2) Record copy of all OBGI issuances is retained by the Records Center.</p> <p>c. DD/I Issuances</p> <p>Consisting of Regulations, Notices, Bulletins and memoranda. Set also maintained by each Division.</p>		<p>Temporary - Master file to be retained in the current files area indefinitely. Rescinded or expired issuances to be destroyed.</p> <p>Permanent - One copy to Records Center.</p> <p>GRS-16-1</p> <p>Temporary - Master file to be retained in the current files area indefinitely. Rescinded or expired issuances to be destroyed.</p> <p>Non-Record</p>
15	<p>SECURITY RECORDS</p> <p>File contains all matters pertaining to security such as reports, clearances, violations, directives, etc.</p>	2	<p>Temporary - Destroy when superseded or no longer needed for reference.</p> <p>GRS-18-2</p>
16	<p>TRAVEL FILES</p> <p>Files of documents pertaining to all OBGI sponsored travel and are maintained for accounting and budgeting purposes. Consists of travel orders, requests for advances, travel vouchers, memos, and copies of Staff Studies.</p>	2	<p>Temporary - Destroy when no longer needed for reference purposes.</p> <p>GRS-9-4 and 5</p>
17	<p>DOCUMENT CONTROL</p> <p>Files reflect the receipt, routing and final disposition of materials received or dispatched by the OBGI components.</p> <p>a. Signed Document Receipts returned by recipients for complete material.</p> <p>b. Courier Receipts</p> <p>c. Secret and Below Logs</p> <p>Used to record communications received and dispatched by the office.</p> <p>d. Top Secret Logs</p> <p>Logs maintained to indicate accountability for Top Secret documents within the office.</p>	.3 .2 .2 .1	<p>Temporary - Destroy after two years. Cut off at the end of each calendar year; hold for two years then destroy.</p> <p>GRS-18-3</p> <p>Temporary - Destroy after three months, Non-Record</p> <p>Temporary - Destroy after one year. Cut off at end of each calendar year, retain for one year, then destroy</p> <p>GRS-12-6</p> <p>Temporary - Destroy ten years after documents have been transferred, destroyed or downgraded.</p> <p>GRS-18-6a</p>

-5-

RECORDS CONTROL SCHEDULE			SCHEDULE NO. 27-71	25X1A
OFFICE, DIVISION, BRANCH			CONCURRENCE	
Office of Basic and Geographic Intelligence, Cartography Division			SIGNATURE	TITLE
			Chief, Cartography Division 29 Nov 1971	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
20	ADMINISTRATION MANAGEMENT RECORDS Correspondence, reports and documents accumulated in the administration of cartographic research activities by specific subject folders include: Security, Training, Travel, Personnel, Supplies, Monthly Reports, Memo of Record, Staff Meeting Minutes.	30	Temporary - Cut off at end of each calendar year; hold two years, and destroy. GRS-19-9	
21	SUBSTANTIVE SUBJECT FILES Files are maintained by Division and contain material utilized in daily activities. Substantive documentary material reflecting policy, decisions, organization, coordination, and liaison activities of Cartography Division components engaged in providing cartographic and map reference support services.	1	Permanent - Hold indefinitely in current files area until no longer needed for reference. Screen and destroy or transfer to Records Center as appropriate. GRS-19-9	
22	PRINTING SERVICES REQUISITIONS File reflects requests for reproduction work required by Cartography Division. File includes date of request, job number assigned and date job is required.	4	Temporary - Destroy upon completion of job or when no longer needed for reference purposes. GRS-13-3	
23	READING FILE Consists of copies of all correspondence originating in the Office of the Chief, Cartography Division. Filed chronologically by date.	4	Temporary - Destroy after two years. Cut off at end of each calendar year; retain in current files area for two years and destroy. GRS-19-9	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
24	<p>COMMUNICATIONS CONTROL FILES</p> <p>These files reflect the receipt, routing and final disposition for communications received or dispatched by Division components.</p> <p>a. Top Secret Logs Logs maintained to indicate accountability for Top Secret documents within the Division.</p> <p>b. Secret and Below Logs Used to record communications received and dispatched by the Division.</p> <p>c. Signed document receipts returned by recipients for complete material.</p> <p>d. Courier receipts.</p> <p>e. Map Number Logs Used for issuing and keeping track of all map numbers used and to be used.</p> <p>f. Reruns and Reproducibles Record of all reruns and reproducibles. Number of copies needed, the requester and component.</p>	3	<p>Temporary - Destroy ten years after documents have been transferred, destroyed or downgraded. GRS-18-6a</p> <p>Temporary - Destroy after two years. Cut off at end of each calendar year, retain for one year, then destroy. GRS-12-16</p> <p>Temporary - Destroy after two years. Cut off at end of each calendar year; hold for one additional year and destroy. GRS-18-3</p> <p>Temporary - Destroy after one month. Non-Record</p> <p>Temporary - Hold indefinitely in office of record until no longer needed for reference, then destroy. Non-Record</p> <p>Temporary - Destroy when no longer needed for reference. Non-Record</p>
25	<p>ADP RECORDS</p> <p>a. Weekly Reports consisting of the progressing status of each job.</p> <p>b. Monthly Reports containing status of the entire month's work plus a statistical report.</p> <p>c. Bible: The master numerical file of all Cartography Division projects.</p> <p>d. Transaction and Proof Listing Lists what transactions have been taken, changes that have been made. Shows any errors that have been made and then is listed by map number showing the various actions.</p>	58	<p>Temporary - Destroy when superseded or no longer needed for reference. GRS-19-5</p>

ITEM NO.	FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	e. IBM Cards Consists of programmed deck cards of input and output, sort deck and object deck and data cards which are used weekly to create new tape.		
26	REFERENCE PUBLICATIONS FILE These files consist of magazines and books, CIA publications, and other Government Agency publications, both classified and unclassified and used for reference purposes.	674	Temporary - Books to be forwarded to CIA Library when no longer needed. Other publications are to be destroyed when no longer needed for reference. Non-Record
27	JACKET FILES OF MAPS Consists of drafting specifications, revisions and rerun record, final checking order, duplicate copy of cover sheet, type order printed copy of map and correspondence concerning special problems. Filed numerically by map number.	80	Temporary - Destroy when obsolete or no longer needed. GRS-17-27
28	ORIGINALS AND NEGATIVES These files consist of originals and negatives, film positives, view graphs prepared by Cartography Division in the production of maps and charts and retained in the current files area and Records Center. Separation plates and original art work produced in the preparation of maps, charts and visual aids.		
	a. 1. Top Secret and Code Word	1082	Temporary - Hold at Headquarters until revised or obsolete. Then destroy. GRS-17-10 & 11
	2. Secret and Below and odd-size sheets		Temporary - Retained at Records Center until revised or obsolete. Destroyed at Records Center upon notification by Cartography Division. GRS-17-10 & 11
	b. Separation Base Plates Consists of extra sets of base maps maintained for use by OBG personnel and contributors to the NIS program. Filed by drawer number. Alphabetical list by country serves as an index.	120	Temporary - Destroy when superseded. Non-Record
		-8-	

ITEM NO.	DESCRIPTION	VOLUME	DISPOSITION INSTRUCTIONS
29	<p>REFERENCE COPY OF MAPS AND CHARTS</p> <p>Printed official reference copy of each map and chart produced in multiple copies by the branches of Cartography Division. Maps are assigned numbers and are maintained as a records set for Cartography Division.</p> <p>a. Record Set File Copy</p> <p>b. Archives Copy</p> <p>Printed copy of each map and chart produced in multiple copies.</p>	<p>78</p> <p>--</p>	<p>Temporary - Indefinite working file. Hold indefinitely in office of record on a current basis. Destroy when no longer needed for reference.</p> <p>Non-Record</p> <p>Permanent- Copies to be forwarded to Records Center for Agency Archives at end of each month.</p> <p>GRS-17-16</p>
30	<p>RECORDS MANAGEMENT FILES</p> <p>Consists of records inventory information, Archives and Records Center records and information relating to records retirement programs.</p>	<p>2</p>	<p>Temporary - Destroy when superseded or no longer needed for reference.</p> <p>GRS-17-10</p>

RECORDS CONTROL SCHEDULE			SCHEDULE NO. 27-71
OFFICE, DIVISION, BRANCH			SIGNATURE [REDACTED] 25X1A
Office of Basic and Geographic Intelligence, Editorial Division			TITLE Chief, Editorial Division DATE 11/5/71
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
41	SUBSTANTIVE SUBJECT FILES Consists of memos and reports on editorial standards and NIS coverage. Specific subjects include: Standard Instructions, Editorial style, USIB and non-USIB Agencies and related subjects. Filed alphabetically.	10	Temporary - Cut off at end of each calendar year; retain in current files area for two years and destroy. GRS-19-9
42	WORKING PAPERS Consists of memos and reports relating to production data; personnel; and administration. Specific subjects include: production scheduling, annual reports, promotion recommendations, editorial performance, and related subjects. Filed alphabetically.	6	Temporary - Destroy when no longer needed for reference. Non-Record
43	CONTRIBUTORS RECORDS TO INTELLIGENCE REPORTS Consists of transmittal letter from contributor submitting contribution, and editor's worknotes which are basis for conference between editor and contributor. File also contains editor's comments on highlights of conference and a maintenance statement. File reflects an appraisal of the NIS Section and is a history of its processing through to publication. Filed by NIS and Section number.	70	Temporary - Destroy when no longer needed for reference. GRS-19-10 & 14
44	LOGS Consists of log maintained by the Division reflecting data used for reporting purposes and and for answering inquiries regarding progress. Also used to prepare weekly, monthly, and annual reports. Maintained chronologically by date NIS sections received in Editorial Division.	1	Temporary - Destroy after 5 years. Cut off at end of each fiscal year; retain in current files area for 5 years and destroy. GRS-19-11b
		-10-	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
45	DISSEMINATION AND RELEASE FILE Consists of memoranda and directives [REDACTED] agencies of U.S. Government.	4	Permanent - To be sent to Records Center when no longer active. GRS-19-2
46	STATISTICAL DATA FILE Consists of memoranda reports, notes and work papers reflecting statistical information collected and prepared there on the scheduling, status, progress, processing and production of National Intelligence Surveys. Reports are received from contributors and from the Divisions of the Office. Filed chronologically by date.	8	Temporary - Destroy when superseded or no longer needed for reference. GRS-16-7
47	ANALYSTS' WORKING (REFERENCE) FILES Library of published NIS units and classified reference materials used by editors in reviewing and editing NIS manuscripts. Also used to store extra manuscript copies of units being processed in Editorial Division.	244	Temporary - Old units destroyed when revised units are published. Manuscript copies in storage destroyed when unit is published. Non-Record
48	NIS MAINTENANCE FILES Consists of Agency published material, such as information reports, OCI Handbooks, and finished reports and publications of other agencies. Also contains memos prepared by editors regarding changes and additions to be considered in the maintenance of the NIS Sections. File is used by editors as a reference in the revision of sections.	60	Temporary - Destroy when superseded or included in a published NIS. Non-Record
49	EDITORS WORKING FILES These files are maintained separately by individual editors on specific NIS Sections. Consist of folder files containing memoranda, worknotes, correspondence relating to work in progress. Contain basic classified reading material which editor uses as background source material.	280	Temporary - Destroy when obsolete, superseded, or no longer needed for reference. GRS 19-14
		-11-	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
50	MAP AND CHART FILES Maps, charts, large graphics and oversize publications for reference, comparison, and other editing support.	36	Temporary - Destroy when no longer needed, or replaced by more up to date materials. Non-Record
51	LIBRARY MATERIAL Books and journals maintained for ready reference purposes.	248	Temporary - Books to be returned to CIA Library when no longer required. Journals to be destroyed. Non-Record
		-12-	

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

27-71

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1A

TITLE Chief,
Publication Services Branch

DATE

4 NOV 1971

OBGT, Editorial Division, Publication Services Branch

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
77	BRANCH SUBJECT FILES Consists of memoranda, reports, and form documents accumulated in the administration of branch activities. Specific folders include monthly reports, procedures, production, maintenance, progress reports and other related subjects.	17	Temporary - Cut off at end of one year. Retain additional 3 years and destroy. GRS-19-9
78	CHRONOLOGICAL FILES Consists of a copy of all branch correspondence.	1	Temporary - Cut off at end of one year, hold for two years and destroy. GRS-19-9
79	REQUISITION FILES Consists of a copy of all printing requisitions.	2	Temporary - Cut off at end of one year, hold for two years and destroy. GRS-13-4
80	GAZETTEER CASE FILE Substitute	--	OBSOLETE - All Gazetteers transferred to to U.S. Army TOPOCOM. Non-Record
	MAGNETIC TAPE STORAGE FILE Contains magnetic tapes for computer printouts of material in the NIS Program.	28	Temporary - Material on tapes are transferred to computer tapes after which tapes are erased for reuse.
81	NIS DISTRIBUTION CONTROL FILE Consists of distribution sheet showing distribution of NIS within the government and to foreign governments. Also contains entries as to the total dissemination required, reserve and press run. Figures are constantly being changed and are used for controlling the dissemination and production of NIS. Arranged by NIS number.	8	Temporary - Sheets revised and kept current. GRS-13-4
		-13-	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
82	PUBLICATION PROGRESS CARD FILE Substitution	--	OBSOLETE - No longer maintained.
	INDEX TO NIS GRAPHICS Consists of 3 X 5 cards listing NIS graphics completed by the branch.	4	Temporary - Hold indefinitely in office of record. Screen periodically and destroy files no longer needed. Non-Record
83	NIS CORRESPONDENCE CASE FILE Consists of memos to and from contributor and inter-office memos concerning the publication of an NIS. Also contains receipts, check sheets concerning figure change, copies of lists of figures, copy of information on the cover and similar material reflecting the publication process. Filed by NIS and Section number.	16	Temporary - Destroy two years after publication. GRS-19-9
84	NIS MANUSCRIPT FILES a. Edited Manuscript This is the edited manuscript that is returned by Printing Services Division with one copy of the pageproof. File is used to check against pageproofs. Filed by NIS and Section number.	15	Temporary - Destroy 30 days after publication. Non-Record
	b. Pageproofs Pageproofs returned by the printer. The copy is returned to the printer with corrections. Filed by NIS and Section number.	12	Temporary - Destroy 30 days after publication. Non-Record
85	NIS GRAPHIC FILES These consist of originals, copies, proofs, and negatives of maps, photographs, sketches, charts and diagrams received from contributors as graphics for NIS Sections. An original and two copies of graphics are sent in by the contributor.		
	a. Original copy		
	b. Copies and proofs	70	Temporary - Destroy 30 days after publication GRS-17-27
		-14-	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
85	c. Negatives on multi-colored maps. Files are maintained to facilitate reproduction if required. Filed by map number and the NIS Section serves as an index to the maps.	162	Temporary - Hold for 30 days, then retire to Records Center. Records Center hold until superseded, or obsolete, then destroy. Notification to destroy to be made by Office of Record. GRS-17-27
	d. Negatives on text, text graphics and photographs are maintained to facilitate reproduction if required. Filed by NIS and Section number.	126	Temporary - Hold for 30 days, then retire to Records Center. Records Center hold until superseded or obsolete, then destroy. Notification to destroy to be made by Office of record. GRS-17-27
86	NIS GAZETTEER NEGATIVES	--	OBSOLETE - All gazetteers transferred to U.S. Army TOPOCOM.
87	BASE MAP FILE	--	OBSOLETE - No longer maintained.
88	NIS PUBLICATIONS a. Consists of a complete set of bound copies of NIS and a complete set of Gazetteers maintained for convenience of reference. b. Official record sets are maintained at the Records Center.	177	Temporary - Hold indefinitely in the Office of Record. Non-Record Permanent - Record copies are forwarded to Records Center by the Printing Services Division. GRS-19-7
89	LIBRARY MATERIAL Consists of books, magazines and other publications maintained for reference purposes. Included are such publications as the Inland Printer, World Almanac, Gazetteers, Graphics Register Bulletins, etc.	32	Temporary - Return books to CIA Library. Destroy all others when no longer needed for reference purposes. Non-Record
90	NIS COVER MAP FILES Substitute	--	OBSOLETE - Maps no longer printed on NIS covers. File destroyed. Non-Record

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
91	<p>REFERENCE AND WORKING FILES Material consists of finished NIS Sections and related material used as reference in editing manuscripts.</p> <p>NIS GRAPHIC ORIGINALS Graphics prepared for NIS contributors. Retained for possible revision.</p>	36	<p>Temporary - Destroy when no longer needed for reference. Non-Record</p> <p>Temporary - Destroy when superseded or no longer needed. GRS-17-27</p>

-16-

RECORDS CONTROL SCHEDULE		SCHEDULE NO. 27-71		25X1A
OFFICE, DIVISION, BRANCH		CONCURRENCE		
Office of Basic and Geographic Intelligence, Geography Division		Chief, Geography Division 4 Nov. 1971		
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
53	OFFICE SUBJECT FILES Correspondence, reports, and form documents accumulated in the administration of research activities of the Geography Division.	73	Temporary - Cut off at end of one year, hold for two years, and retire to the Records Center. <i>Held for 2 yrs. then return to GRS-19-9 OBC for disposal. RD 5/11/72</i>	
54	RAW INTELLIGENCE DATA Consists of reports that are both basic and finished information, cards, contributions, work sheets, notes, extracts, clippings, translations, maps and other support documents used as source and background material in the preparation of intelligence reports and support projects.			
	a. Source materials files (1) Document - like (2) 5 X 8 cards (3) 3 X 5 cards	623	Temporary - To be screened periodically and at the end of each calendar year. Obsolete material to be destroyed. Material needed for future use to be transferred to the Records Center to be held for two years and then returned for review. GRS-19-5	
	b. Analysts Working Files (Draw heavily on a, above as well as many other sources and become a separate entity for the duration of specific job assignments.)	551		
	c. Maps and Charts Reference and working maps (prepared by various agencies and collected through the Map Library Division.) World Aeronautical Charts and target charts.	622	Temporary - To be screened periodically, destroy when no longer needed for reference (except those materials on loan are to be returned to the Map Library.) Non-Record	
		-17-		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
55	EXTERNAL RESEARCH AND SOURCE EXPLOTTATION <div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 0.5em;"></div> Contract File File reflects administration and products (exclusive of published reports) of the contract with <div style="background-color: black; width: 50px; height: 1.2em; display: inline-block;"></div> that was designed for research and preparation of studies. Included are preliminary negotiations; copy of contract; information on travel and coordination in connection with the contract; other related contract papers; complete set of manuscripts submitted by <div style="background-color: black; width: 50px; height: 1.2em; display: inline-block;"></div> microfilmed material of books, monographs, and other documents pertaining to geodesy, cartography, and photogrammetry in the Soviet Bloc; card index of 4 X 6 inch cards prepared on source material described above and filed by personality, institute, and research organizations, reel number and subject.		Permanent - File being retained in Archives and Records Center. GRS-19-3
56	LOGS Status logs associated with reports completed and work in progress (Office of the Division Chief only).	4	Temporary - Hold indefinitely in office of record on a current basis. GRS-16-7
57	LIBRARY MATERIAL AND REFERENCE FILES a. Technical books and journals obtained from or through the CIA Library on loan. Books are maintained for ready reference purposes. b. Technical books and journals procured exclusively for the Geography Division.	279 1721	Temporary - Return to CIA Library when no longer required. Non-Record Held in the Division Library. Disposition is made at the discretion of the Division in consultation with the CIA Library.
58	REGULATORY ISSUANCES One set of Agency Issuances and one set of OBGI Issuances are maintained for use of the Division.	2	Temporary - Destroy when superseded, rescinded or expired. Non-Record
		-18-	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
59	<p>PROGRAM PRODUCT FILES</p> <p>a. OBGI finished Geographic Intelligence Reports, Intelligence Memorandum, Intelligence Handbook, and other Geographic Support projects and managerial files associated with these products. (Office of the Chief, Geography Division only)</p> <p>b. OBGI finished Geographic Intelligence Reports, Intelligence Memorandum, and Intelligence Handbook.</p>	30	<p>Permanent - Cut off at end of one year, hold two years, and retire to the Archives and Records Center. GRS-19-7</p> <p>Permanent - Record copies forwarded to Archives and Records Center by Printing Services Division. GRS-19-7</p>
60	<p>SPECIAL INTELLIGENCE ACTIVITY FILES</p> <p>Special codeword material used in the preparation of reports and support projects.</p>	76	<p>Temporary - Material on loan to be returned to office of record when no longer needed. Other material to be destroyed when no longer needed for reference. GRS-19-5</p>

-19-

SCHEDULE NO. 1-8

RECORDS CONTROL SCHEDULE

27-71

25X1A

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

DATE

Office of Basic and Geographic Intelligence, Map Library Division

Chief, Map Library Division 9/Nov 1971

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
61	SUBSTANTIVE SUBJECT FILES Files are maintained by Division components and contain material utilized in daily activities. Substantive documentary material reflecting policy, decisions, organization, coordination, and liaison activities of Division components engaged in providing Map Library support services. Office of the Division Chief	10	Permanent - Hold indefinitely in office of record on a current basis. When no longer needed for reference, research or operational purposes, screen and retire to the Archives and Records Center. GRS-16-1
62	ADMINISTRATIVE SUBJECT FILES Correspondence, reports, and form documents accumulated in the administration of Map Library activities. Specific subject folders include: Budget, Security, Training, Travel, Personnel, Supplies and Services and similar subjects. Maintained by Division, Branches and Sections.	25	Temporary - Cut off at end of one year, hold for two years and destroy. GRS-19-9
63	CONVENIENCE FILES (Reading) SUBSTITUTE ANALYSIS WORKING (Reference) FILES a. Cataloging Section Consists of directories of foreign areas and foreign language dictionaries, bookcase sections of NIS Gazetteers and other volumes, support files containing training manuals, blank forms and supplies and map cases for work in process.	423	OBSOLETE - No longer used. Temporary - Destroy when superseded, or no longer needed for reference. GRS-19-14
		-20-	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	b. Collection Section File consists of reports, ATMP reference volumes, target data and invoices and CIA map cover sheets and machine listings.	22	Temporary - Destroy when superseded or no longer needed for reference. GRS-19-14
64	GEOGRAPHIC ATTACHE FILE Consists of correspondence from the Geographic Attaches concerning foreign map procurement. A monthly report of attaches is maintained showing status of allotment, report on expenditures, and the procurement activities for the month.	1	Temporary - Cut off at end of one year, hold for two years and destroy.
65	MAP REQUEST ROUTING SHEET CARDS Prepared from requests for loan or gift maps and used for processing the request. File is used to prepare statistical reports and for tracing loaned documents. Filed alphabetically by agency or CIA component.	5	Temporary - Cut off at end of one year, hold for one year and destroy.
66	RECEIPTS FOR MAP MATERIALS Consists of 5 X 8 cards which are a part of the map request form 466.	3	Temporary - Cut off at end of one year, hold for one year and destroy. GRS-12-6f
67	STATE CORRESPONDENCE REFERENCE FILE	--	OBSOLETE
68	MAP PROCUREMENT FILE (Foreign and Domestic) These are the files maintained by individual map procurement specialists assigned certain geographic areas of responsibility. Files are accumulated from the responsibility for arranging for the procurement of maps, related geographic publications, foreign and domestic mapping information and the distribution of the material and information procured.	176	Temporary - Destroy when superseded or no longer needed for reference. GRS-19-14
69	MAP PROCUREMENT REPORT FILES a. Monthly Monthly report showing maps received, Agency maps retained and books containing map received.	5	Temporary - Destroy after two years. Cut off at end of each calendar year. Retain in current files area for two years and destroy. GRS-3-3
		-21-	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
70	<p>b. Annual Annual report to all agencies on the map procurement programs. Furnished for information purposes.</p> <p>c. Central Funds Cumulative, quarterly reports to contributing agencies of funds spent for maps and geographic publications.</p> <p>MAP LIBRARY COLLECTION</p>		<p>Temporary - Destroy after ten years. Cut off at end of each calendar year; retain in current files area for ten years and destroy. Non-Record</p> <p>Temporary - Destroy after three years. Cut off at end of each fiscal year. Retain in current files area for three years and destroy. GRS-7 -4b</p>
	<p>a. Loan Copy Special subject maps and map series received from all sources (procurement, exchange, other government agencies, and CIA produced maps). Usually two copies of each map maintained and charged out on a loan basis only. Filed by area, country, and subject.</p>	6021	Temporary - Destroy when superseded. Non-Record
	<p>b. Geographic Reference Books Collection This the the Agency library maintained by the Map Library Division of geographic reference books for the use of the Agency. Included are Atlases, Gazetteers, Guide books and other books pertaining to mapping and survey. These books are charged out on a loan basis. Filed by categories or by area, country and subject.</p>	709	Temporary - Disposal not authorized. Retain in current files area until no longer needed or superseded. Transfer to Library of Congress or other appropriate agency on selective basis. GRS-19-14
	<p>c. File Copies of Publications These are file copies of publications such as NIS Gazetteers, extra copies of JANIS reports and similar published material maintained as reference.</p>	126	Temporary - Destroy when superseded or no longer needed for reference. Non-Record
	<p>d. Inclosures Inclosures received with CIA originated reports such as sketches, diagrams, charts and maps which have been reproduced on a selective basis and retained for reference.</p>	4	Permanent - Cut off at end of one year, hold one year, and retire to the Archives and Records Center. GRS-19-7
		-22-	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
71	e. Map Supplements Classified and unclassified supplements such as text material on specific maps which are maintained separately from the maps because of format and/or classification. Filed by area, country, and subject.	126	Temporary - Disposition to be the same as for the maps to which they relate.
	MAP DISTRIBUTION COLLECTION		
	a. Agency Produced Maps Extra copies of CIA produced maps which are used as distribution stock on a retain or destroy basis. Filed numerically by number.	2698	Temporary - Screened periodically. Destroy when superseded or no longer needed. Copies to serve as backup stock for supplementary distribution are forwarded to Records Center by Printing Services Division where they are screened periodically by MLD personnel. Non-Record Temporary - Destroy when superseded or no longer needed. Non-Record
	b. Non-CIA Produced Extra copies of maps, atlases, and gazetteers obtained and stocked for distribution on a retain or destroy basis. Collection includes foreign and domestic maps filed by area, country and subject. 1. Maps 2. Atlases and Gazetteers	5263 148	
	c. OBGI Map Notice (CIA/BGI MLN) CIA/BGI MLA CIA/BGI MLR		Temporary - Records Center to retain copies received from Printing Services Division for supplementary distribution. All unused copies to be destroyed two years after date of publication. Permanent - Record copies sent to Archives by Printing Services Division. GRS-19-7
72	MAP SERIES FOLDER Visual index and listing for each series of maps cataloged. Maintained as a record of each map in the series. Filed by geographic area and map scale.	36	Temporary - Destroy when superseded or no longer needed. GRS-17-31
			-23-

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
73	INDEXES AND LISTINGS a. Reference Files developed as research aids and for reference purposes. Records pertain to various categories of subjects. Files consist of cards. Categories are publishing authority; city authority; map catalog by area and subject; CIA produced map catalog by area and subject; atlas, gazetteer, etc. catalog; [REDACTED] etc., report; material on loan; catalog card stock; publisher by country; and series by scale and area. b. Map Catalog cards Catalog of Map Library holdings by number; non-CIA produced maps, CIA produced maps, State Dept. maps, FEA maps, CIA Internal Use Only maps, and Controlled Dissem maps. c. Microfilm Aperture Card Files of Maps Microfilm files of maps by designated categories: 1 - numerical, 1 - area-subject.	92	Temporary - Destroy when no longer needed except that material determined to have future value may be retired to Records Center, held for two years and destroyed. GRS-17-31
74	CIA MAP FILE One printed copy of each active map, chart and cartogram produced by CIA and maintained as a ready reference copy.	42	Temporary - Hold indefinitely in office of record on a current basis. When no longer needed for reference, research, or operational purposes, screen and destroy. GRS-17-31
75	[REDACTED]	23	Temporary - Destroy when no longer needed. GRS-17-31
76	REFERENCE PUBLICATIONS FILE These files consist of classified and unclassified publications received from various sources and used for reference purposes.	32	Temporary - Destroy when superseded or no longer needed for reference. Non-Record
		1772	Temporary - Destroy when superseded or no longer needed for reference. Non-Record
		111	Temporary - Destroy when obsolete, superseded or no longer needed for reference. Non-Record
		-24-	

1 SUBSTANTIVE SUBJECT FILES

Substantive documentary material reflecting policy, decisions, organization, coordination, and liaison activities in the production of geographic intelligence; in the administering of the NIS Program; and in providing related cartographic and map reference support services. Filed according to the Agency File Manual. 10

2 NIS COMMITTEE FILE

These are official files of the NIS Committee maintained for the Director of Basic Intelligence in his capacity as Chairman of the NIS Committee. Its contents include Agendas, Minutes of Meetings, NIS Memos, and material of interest to the committee relating to various sections of the NIS. File also contains a 3X5 card index to Minutes of Meetings; filed by subject, areas and members. 8

6 CHRONOLOGICAL FILES

Consists of copies of all correspondence originating in the Office of the D/OEI. Filed chronologically. .6

OFFICE OF BASIC INTELLIGENCE, ADMINISTRATIVE STAFF

9 CONTRACTUAL RESEARCH FILES

b. Exploitation File

File consists of geographic consultant program correspondence, agreements, and reports.

10 INDIVIDUAL PERSONNEL FILES

g. Staffing Complement Files

Consists of planning papers, staffing complement changes, proposed changes and memoranda pertaining thereto, and the OBI status files. Filed in accordance with the Agency Subject-numeric system. 2 c.f.

13 REGULATORY ISSUANCES

b. OBI Issuances

1. OBI Master Set

Files maintained by the Administrative Staff. Record set of OBI issuances is retained by the Records Center.

21 SUBSTANTIVE SUBJECT FILES

a. Office of the Division Chief

25 REGULATORY ISSUANCES

b. OBI Issuances

1. Office of Director Master Set File Maintained by the Administrative Staff

OFFICE OF BASIC INTELLIGENCE, EDITORIAL DIVISION

41 DIVISION HQ GENERAL FILES

Consists of memos and reports on editorial standards and NIS coverage. Specific subjects include: Standard Instructions; NIS Committee Minutes; Editorial style, parallel publications; USIB and non-USIB Agencies, and related subjects. Filed alphabetically 8

43 NIS SECTION DOSSIER FILES

Consists of transmittal letter from contributor submitting contribution, and editor's worknotes which are basis for conference between editor and contributor. File also contains editor's comments on highlights of conference and a maintenance statement. Each folder also contains an Editor's Check List, showing by date the processing through Editorial Division. File reflects an appraisal of the section and is a history of its processing through to publication. Filed by chapters and thereunder by NIS number and section number.

48 NIS MAINTENANCE FILES

c. Scheduling and forecasting card file. 5 X 8 cards on each NIS section filed by chapter and containing comments used for scheduling and forecasting purposes. 2

OFFICE OF BASIC INTELLIGENCE, GEOGRAPHY DIVISION

53 ADMINISTRATIVE SUBJECT FILES

Correspondence, chronological file of all materials originated by the Division, reports, and form documents accumulated in the administration of research activities by the Geography Division. Specific subject folders follow, where applicable, the Manual for subject File (6 April 1959).

OFFICE OF BASIC INTELLIGENCE, GEOGRAPHY DIVISION

27-67

VOLUME

55 EXTERNAL RESEARCH AND SOURCE EXPLOITATION

25X1A

CONTRACT FILE

25X1A

File reflects administration and products (exclusive of published reports) of the contract with [REDACTED] that was designed for research and preparation of studies. Included are preliminary negotiations; copy of contract; information on travel and coordination in connection with the contract; other related contract papers; complete set of manuscripts submitted by [REDACTED] microfilmed material of books, monographs, and other documents pertaining to geodesy, cartography, and photogrammetry in the Soviet Bloc; card index of 4 x 6 inch cards prepared on source material described above and filed by personality, institute, and research organizations, reel number and subject.

25X1A

56 STATUS LOGS AND FILES ASSOCIATED WITH REPORTS COMPLETED AND WORK IN PROGRESS (Office of the Division Chief Only)

a. Logs

(1) List of all projects initiated maintained as a ready reference for project number, subject, requester, analyst, and final publication resulting.

(2) List of all Completed reports maintained as a ready reference for report numbers, title, date, analyst, and project number.

b. Files

(1) Project initiation memorandum and related papers on work in progress filed by project number,

(2) 3 x 5 cards, filed by region and country, one for each report completed, maintained for ready reference.

60 COMPLETED REPORTS (OFFICE OF THE CHIEF, GEOGRAPHY DIVISION ONLY)

- a. (Geographic) Intelligence Publications
 - Intelligence Memorandum (GM);
 - Intelligence Report (GR);
 - Intelligence Handbook (GH)
 - Former symbols of Intelligence

Publications: G; GR-L; GIR; MR; X; ER; ERA.

- e. Special Intelligence Graphics (SIG)
 - Filed by sheet number

OFFICE OF BASIC INTELLIGENCE, MAP LIBRARY DIVISION

27-67

volume

61 SUBSTANTIVE SUBJECT FILES

a. Office of the Division Chief

8 c.f.

70 MAP LIBRARY COLLECTION

d. Inclosures

Inclosures received with CIA originating reports such as sketches, diagrams, charts and maps which have been reproduced on a selective basis and retained for reference. (Vertical File)

8 c.f.

73 CARD FILES

b. Map Catalog Cards

Catalog of Map Library holdings by designated categories, Numerical (non-CIA produced maps), Numerical (CIA produced maps), State Department, FEA, [REDACTED] and CIA Internal Use Only. Also consist of 1 copy of each map catalog card

639 ft

25X1C

OFFICE OF BASIC INTELLIGENCE, PUBLICATION DIVISION

85 NIS GRAPHIC FILES

c. Negatives on multi-colored maps. Files are maintained to facilitate reproduction if required. Filed by map number and the NIS Section Serves as an index to the maps.

8 c.f.

d. Negatives on photographs. Files are maintained to facilitate reproduction if required. Filed by NIS and section number.

~~XXXXXXXXXXXXXXXXXXXX~~

90 NIS COVER MAP FILES

Consists of negatives and originals of maps that print on the inside of each NIS publication and the gazetteers - revised as required.

2 c.f.

Approved For Release 2001/07/12 : CIA-RDP70-0437A000100140001-8

Approved For Release 2001/07/12 : CIA-RDP70-0437A000100140001-8